

**OFFICE OF THE STATE COMPTROLLER (OSC)
JOB OPPORTUNITY
INFORMATION TECHNOLOGY ANALYST 1
PAYROLL SERVICES DIVISION – CORE-CT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the Current Examination List
Location: 101 East River Drive, East Hartford, CT
Job Posting No: #99999
Hours: Full Time (35 hrs/week)
Salary: \$53,926 (EU23) Starting Annual Salary
Closing Date: Friday, August 24, 2012 - **Application materials must be received by 5:00 p.m. by this date.**

The Payroll Services Division – Core-CT of the Office of the State Comptroller (OSC) are currently seeking qualified candidates to fill one (1) **Information Technology Analyst 1** position. This position is accountable for performing a range of information technology tasks and application development in an IT environment.

Eligibility Requirement: Candidates must have applied for and passed the **Information Technology Analyst 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: Responsible for providing programming support for the Core-CT HRMS application, which is comprised of 4 modules: Human Resources, Time & Labor, Benefits, and Payroll; develops application security; supports the production batch processes; applies tax updates to keep current with State and Federal regulations; monitors and supports interface processing; supports the integration to the Core-CT Financials module; designs and programming of automated solutions to meet the needs of the State's changing business processes and performs related duties as required.

IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS AND SKILLS:

- **Programming experience is required, preferably with one or more of the following: Oracle Database, SQL, HTML, XML file creation, COBOL, SQR**
- **Programming within a large enterprise packaged system (such as PeopleSoft, SAP, Oracle) is preferred**
- **Experience with a rapid development tool such as Oracle Application Designer or MS.Net is a plus**

General Experience: Five (5) years of experience in information technology (IT) operations support, programming or another IT related support area. **Special Experience:** Two (2) years of the General Experience must have been performing basic technical support work in one of the following areas: (1) Help desk functions. (2) Installing and maintaining basic computer hardware and software. (3) Basic technical work in data communications, microcomputer support, production control or programming. **NOTE:** For State Employees basic technical support work is interpreted at the level of Information Technology Technician. **Substitutions Allowed:** (1) College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree. (2) A Master's degree in management information systems, computer science or electrical engineering may be substituted for the General and Special Experience. (3) For State Employees one (1) year as an Information Technology Analyst Trainee may be substituted for the General and Special Experience. (4) For State Employees two (2) years as an Information Technology Technician may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, three (3) letters of professional reference and an Application for Employment (CT-HR-12) (original **AND** one copy) (**Please indicate the job posting number on the application form**). **State employees must include copies of their last 3 service ratings** no later than the closing date at the top of this announcement to:

Elena Vazquez, HR Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR

Fax to: 860-702-3324 (If faxing, only one application is necessary)

Email: elena.vazquez@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.